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*pc  
propaganda  
management*

3 JUN 1970

MEMORANDUM FOR: Chief, Information Processing Staff/OPPB

SUBJECT : Draft Memorandum for the Executive Director  
Comptroller's Signature; subj: ADP Systems  
Engineering Services

1. When an earlier draft of this memorandum was considered by the Information Processing Board I expressed concern about the impact it would have on the Office of Communications. The response was that the Office of Communications circumstances could be accommodated through the exercise of the parenthetical delegation of authority to OCS to make exceptions contained in paragraph 3b of the draft. Upon further reflection, I believe that this paper should state the exception for the special circumstances of the Office of Communications rather than require that they seek a delegation of authority from OCS each time they find it necessary to take some action. Accordingly, I suggest that paragraph 1 of the proposed memorandum be restated to say: "In order to improve the timeliness, coordination, and effectiveness of ADP systems engineering services\* required by the Agency, except those required by the Office of Communications in relation to ADP systems which are integral parts of the Agency's communication system, and to minimize expenditures for such services from outside contractors, the following policy and procedures will apply":

OK  
2. The draft memorandum contains several references to the OCS role in contracting for systems engineering services. I assume there is no intention to interpret these references as a delegation of contracting authority to the Office of Computer Services in conflict with the authority and responsibility of the Director of Logistics. The wording of paragraph 3d, however, could be subject to some misinterpretation. This possibility could be avoided if 3d were to say: "OCS, in coordination with the Office of Logistics, will contract for commercial systems . . . ."

OK  
3. The footnote definition of system engineering services where it says "and in some cases, systems design, program design and development" is too vague to be meaningful. In which cases? Who decides? On what basis is the decision reached? If it is intended that OCS decide in which cases systems engineering services includes systems design, program design and development we may be creating a procedural bottle-

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neck that we will find difficult to live with. In any case until we have a better general understanding and agreement in the Agency about the meaning of the term "system design" I believe we should avoid using it in defining other terms. I suggest, therefore, that the clause "and in some cases, system design, program design and development" be deleted from the footnote definition.

4. The second sentence of paragraph 3e of the draft requires the requesting component to obtain "Agency approval" to negotiate and fund contracts which exceed the scope of "cost per hour work orders." The level of authority required should be specified. Any commitment to an outside organization may be interpreted as an Agency commitment regardless of the level of authority which makes the commitment. Deputy Directors should have this authority. I suggest that the second sentence of paragraph 3e be restated to say: "In such instances the requesting component will be responsible for obtaining the approval of the Deputy Director concerned to negotiate and fund the contract."

5. Paragraph 3f should be restated to say: "OCS will establish a single point of contact and, in coordination with interested components, such administrative procedures as may be necessary for handling requests for systems engineering services."



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Chief, Support Services Staff

DDS/SSS/RHW:skd (3 June 1970)

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